LSTA Institutional Literacy Grant
2011 Guidelines

Program Overview

The Indiana State Library will offer grants to institutional libraries in Indiana for the primary purpose of facilitating improved literacy among the individuals they serve. Institutions should meet literacy goals at multiple educational levels (i.e. for new readers, for those preparing to enter the labor market, for those who speak a language other than English, etc), and should request funds for library materials that meet the specific literacy needs of the populations they serve. Institutions should also request materials that are frequently borrowed through inter-library loan.

Desired Outcomes

Projects awarded grant funding must evidence the ability to enhance literacy skills of the population served at multiple educational levels.

Eligible Applicants

All 32 institutional libraries in Indiana are eligible to apply. Applications will not be accepted from any academic, public, school, or other special library. The project director, person responsible for managing the project, must have a significant connection to the library. The facility's principal officer or superintendent is responsible for ensuring the cooperation of the fiscal office in completing all financial documents.

Institutional libraries that meet the following criteria are given preference:
  ☐ Have a proposal to build a collection that directly matches their patrons' current resource needs, as evidenced by ILL requests, in-house requests for materials, and/or other well-documented special needs of the population served.

Grant Guidelines

* Grant funds must be spent between July 1, 2011 and **March 30, 2012.**
* Applicants must demonstrate how the materials requested meet the actual literacy needs of the clients they serve. For those using inter-library loan services, these requested materials should reflect current inter-library loan demand.
* Grant recipients **must** submit all reports and meet all other expectations on time to receive reimbursement.

Budget & Funding

Applicants must adhere to all federal guidelines for defining allowable and non-allowable expenses. Applicants should explain how the materials they request meet the literacy needs of the population they serve.

Please consider the popular title list posted on the Indiana State Library's Special and Institutional Libraries webpage (http://www.in.gov/library/3373.htm) when determining what items to purchase. This list of titles reflects the most popular institutional inter-library loan requests as well as other recommended materials for institutional libraries.

2011 SUB–GRANT TIMELINE

NOVEMBER 22, 2010	Application session at Fall Workshop in Indianapolis
MARCH 4, 2011	DOC applications due to DOC Grant Coordinator
MARCH 18, 2011	Applications due at the Indiana State Library no later than 4 p.m. ET
JUNE 2011	Applicants informed of application status (*funded; not funded*)
JULY 1, 2011	May begin spending grant funds
SEPTEMBER 30, 2011	First Interim Report due
JANUARY 13, 2012	Second Interim Report due
MARCH 30, 2012	Project End: last day grant funds can be spent
MAY 16, 2012	Final postmark date for reimbursement claims
JUNE 1, 2012	Final report due

Application Process

APPLICATIONS DUE BY 4:00 P.M. ET, MARCH 18, 2011
Application materials are available on the Indiana State Library's Special and Institutional Libraries webpage: http://www.in.gov/library/3373.htm. Please follow the general application instructions and refer to the line-by-line instructions also available on the webpage.

Application Submission

Mail or hand-deliver one original and **seven** copies of your completed application with duplexed pages to:

> **Marcia-Smith Woodard**
> **Special Services Consultant**
> **Library Development Office (Rm. 413)**
> **Indiana State Library**
> **315 West Ohio Street**
> **Indianapolis, IN 46202**

All grants must be received by the application deadline to be reviewed. Only mailed and hand delivered applications from eligible institutions will be accepted.

Applications are available on the Indiana State Library's Special and Institutional Libraries website: http://www.in.gov/library/3373.htm.

Special Instructions

The principal officer or superintendent **must submit a letter** along with the application materials detailing his/her involvement in ensuring the overall success of the project and cooperation of the fiscal office in completing all financial documents and reports and in a timely manner.

Application Review

Grant applications are reviewed by a panel of outside reviewers and ISL staff. Grant applications are scored in relation to the answers provided in each section of the grant application and the overall quality of the grant proposal. A total of 100 points are possible. The highest scoring projects are recommended for awards. Should any institutions have equal points, preference goes to institutional libraries that did not receive funding in the previous year.

Applicants are informed of the status of their grant in June. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not

fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice about the reviewers' decision.

Please contact Marcia Smith-Woodard at (317) 232-3719 or mwoodard@library.in.gov with any questions.